

ICS-5495x

CIA-3

IC STAFF
Routing Slip

TO:	ACTION	COORD	INFO
EO/ICS			ABS 8 DEC
D/ICS			X
DD/ICS			X
DD/RE			X
EA-D/ICS			X
SA-D/ICS			
SA-D/ICS-EP			
REO			
COMIREX			
SIGINT			
HUMINT			
MASINT			
IPC			
PBO			
PPO			
CCISCMO			
IHC			
RDCO			
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SECRETARIAT			
ADMIN			
REGISTRY			
SUSPENSE: _____ Date _____			
REMARKS:			

CL 9 Dec 87

pls: return



30 November 1987

SI 5495X

CIA

MEMORANDUM FOR: DDCI
EXDIR
DDI
DDS&T
DDA
DDO
Heads of DCI Area Independent Offices

FROM: William M. Baker
Director, Public Affairs Office

SUBJECT: Procedure for Scheduling DCI Appearances

1. The Public Affairs Office has traditionally had the responsibility for supporting the Director for his external appearances and presentations. The Director now has asked for my support in managing his schedule for his internal appearances. To meet this responsibility, I ask you and your people to follow the procedures in this memorandum. These procedures only apply when you are requesting the Director's participation in an event. They are designed to ensure that all necessary contributors to the event (speech-writers, protocol, etc.) will be informed of their responsibilities in a timely manner.

2. A verbal request for a DCI appearance can be made to the Office of the Director. The requester must follow the verbal request with a Memorandum for the Director. The information in the memorandum should include but not be limited to the following:

- a. What type of event is it?
- b. What will be the classification level?
- c. Where will it be held?
- d. When will it be held?
- e. Who is expected to attend?
- f. What is the total expected number of attendees?
- g. Name and phone number of the main point of contact for the event.

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3. The memorandum will be assigned the following routing:

- | | |
|-----------|---------------|
| 1) DD/PAO | 4) D/PAO |
| 1016 Ames | 7D00 Hqs. |
| 2) D/PAO | 5) DD/PAO |
| 7D00 Hqs. | 1016 Ames |
| 3) O/DCI | 6) Originator |
| 7D60 Hqs. | |

Also, an information copy will be sent C/Protocol, 7E31 Hqs.,
[redacted], and DCI/Security.

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4. Once an appearance is confirmed, the requesting office should draft proposed remarks for the DCI, in full text or talking points, and submit them to Public Affairs, 1016 Ames, at least two weeks before the event.

5. The sponsor of the event is expected to make arrangements for a tape recording of the DCI's remarks. The tape should be forwarded to PAO as soon as possible after the appearance for our historical records.

6. The above procedures will result in more accurate, efficient scheduling and support for the Director. Your cooperation is appreciated.

[redacted]

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William M. Baker